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To: Distribution

Date: October 2, 1997

From: R. Lipps

Subject: LIMS Team Meeting Minutes for 10/9/97

Attendees: C. Ament, E. Carmines, S. Laffoon, R. Lipps, F. Logan, J. Sampson, J. Wickham

Business Conducted:

- J. Sampson informed the team that he obtained some documentation on the PMI "Genesis" database system.
- J. Sampson informed the team that M. Goffman had contacted LabSystems about supporting Sybase. LabSystems response was that they would need to hire a support person or R&D's IT division could provide the support. The team decided more information is needed as to what LabSystems defines "support".
- J. Sampson received a fax from M. Goffman that details HP's instrument/LIMS links. M. Goffman commented, within the fax, that due to HP's architecture requirements and that they had no clear advantage over the other vendors, he suggested the team should eliminate HP from consideration. The team agreed.
- R. Lipps informed the team that an applicant has been interviewed for the R&D LIMS administration position. The team decided that the LIMS administrator will be invited onto the team.
- Conference call with M. Goffman:
 - M. Goffman stated that he will be calling the Dow Corning LIMS administrator in the week of October 13th. Dow Corning originally ran the LabSystems LIMS product using Sybase. M. Goffman will relay information from this conversation to the team.
 - M. Goffman will contact HP to inform them of being eliminated for consideration.
 - M. Goffman is in the early stages of writing the RFP. He is currently compiling the JAD information and notes. In the week of October 13th, M. Goffman will deliver a first draft with a list of missing information.
 - M. Goffman stated that the team needs to acquire missing lab sample and data flowcharts.
 - A discussion took place about how a LIMS may define how a lab operates. The RFP needs to include all procedures/processes that are currently in use in R&D labs and what processes they would like to see within a LIMS. The team needs to discuss what kinds of information is needed from participating labs and how to get this information.
 - M. Goffman stated that the team should discuss R&D's sample and data workflow.
 - M. Goffman will be in Richmond October 27, 28 and 29. During this time the team will draft details for the pilot LIMS implementation, formulate demo scripts and compile an evaluation scoresheet for the second round of vendor demos.

Action Items:

- C. Ament, S. Laffoon and F. Logan will contact labs that did not submit a sample and data flowchart.

Agenda for Next Meeting:

To be decided October 16, 1997

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